

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**  
**CONSTRUCTION SAFETY INSPECTOR**

**JOB DESCRIPTION**

Employees in this job conduct on-site inspections of construction projects to ensure compliance with established state occupational safety standards. Employees complete assignments through the application of inspection techniques and knowledge of the Michigan Occupational Safety and Health Act (MIOSHA).

There are three classifications in this job.

**Position Code Title – Construction Safety Inspector-E**

Construction Safety Inspector E11

This is the experienced level. The employee is a full-functioning inspector performing a full range of construction safety inspection assignments. The inspector exercises considerable independent judgment in applying and interpreting the laws, regulations, policies, and procedures to specific situations.

**Position Code Title – Construction Safety Inspector-A**

Construction Safety Inspector 12

This is the advanced level. The employee functions either as a lead worker overseeing the work activities of other construction safety inspectors, or as a senior worker. Senior-level employees consistently perform complex assignments that have been approved by Civil Service as beyond those expected at the experienced level.

**Position Code Title – Construction Safety Inspector-SS**

Construction Safety Inspector 13

This is the staff specialist level. The employee applies specialized knowledge as a hearings coordinator for the construction safety program. The staff specialist position has sole and full-time responsibility for the assigned specialty area that has been recognized through approval by Civil Service.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects the place of employment, by visual observation and mechanical testing equipment, to observe and report on potential violations of occupational safety and MIOSHA standards.

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Visits all areas of the worksite: walks for long periods of time; climbs ladders to reach catwalks, platforms, and scaffolds; enters confined spaces such as excavation sites or uses other means to observe all potentially dangerous working conditions.

Documents violations through notes, sketches, measurements, photographs, and videotapes.

Reviews accident, injury, and illness reports to detect problem areas related to employee safety.

Investigates occupational accidents and injuries to determine the cause of the accidents/injuries, and to determine violations of MIOSHA standards.

Evaluates working conditions and recommends improvements in safety and health methods, practices, and procedures.

Explains the occupational safety standards and MIOSHA laws to employers and employee representatives.

Conducts meetings with employers and employee representatives to discuss such points as the standards, cited violations, and potential hazards and to resolve disputes regarding occupational safety issues.

Gathers evidence and prepares reports on safety violation complaints and occupational accidents and fatalities.

Inspects and prepares reports on requests for variance to the established safety standards.

Testifies at administrative hearings and in court regarding violations of construction safety and MIOSHA standards.

Participates in in-service training programs related to revisions of the standards and their enforcement.

Prepares and/or maintains reports, files, and written correspondence related to the work.

May participate in the training of other construction safety inspectors.

Performs related work appropriate to the classification as assigned.

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#### **Additional Job Duties**

##### **Construction Safety Inspector 12 (Senior Worker)**

Performs on a regular basis construction safety inspector assignments that are recognized as the most complex.

##### **Construction Safety Inspector 12 (Lead Worker)**

Coordinates the work by determining priority, scheduling, and assigning work, and overseeing the work of lower-level construction safety inspectors.

Explains work instructions and adapts, if necessary, pertinent and general methods and procedures in order to meet required needs.

Oversees and assures quantity and quality of the workflow.

##### **Construction Safety Inspector 13**

Conducts informal reviews of petitions requesting modification of citations on MIOSHA violations.

Conducts informal conferences with employers to discuss and/or clarify safety citations.

Reaffirms or modifies, in writing, the department's position based on informal reviews and conferences.

Represents the Division at pre-hearing conferences and hearings for MIOSHA appeals.

Reviews petitions and ensures that established appeals procedures are followed.

Attends meetings, conferences, and seminars as a representative of the MIOSHA Appeals Division.

Recommends changes in methods and procedures related to safety inspections or the citation review process resulting from MIOSHA appeals.

Performs related work as assigned.

#### **JOB QUALIFICATIONS**

##### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced and specialist levels.

Knowledge of the standard practices, processes, tools, equipment, and materials related to construction project operation.

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Knowledge of the occupational hazards and safety precautions applicable to a variety of work settings.

Knowledge of the Michigan Occupational Safety and Health Act.

Knowledge of the methods and procedures related to the processing and appealing of citations.

Knowledge of inspection techniques and procedures.

Knowledge of investigative techniques and methods.

Ability to testify at administrative hearings and present evidence regarding violations of MIOSHA standards.

Ability to interpret and apply standards, laws, rules, and regulations.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to communicate effectively.

Ability to meet and deal effectively with others.

Ability to walk, bend, and reach for extended periods.

Ability to climb tall ladders.

Ability to bend or stoop in confined spaces.

Ability to operate a motor vehicle and/or travel throughout the state.

### **Additional Knowledge, Skills, and Abilities**

#### **Construction Safety Inspector 12 (Senior Worker)**

Ability to perform the most complex construction safety inspector assignments.

#### **Construction Safety Inspector 12 (Lead Worker)**

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to assign work and explain instructions to lower-level construction safety inspectors.

#### **Construction Safety Inspector 13**

Ability to represent the Bureau at pre-hearing conferences and administrative hearings on MIOSHA appeal issues.

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Ability to conduct informal conferences with employers to discuss safety citations.

### **Working Conditions**

Work is typically performed at construction sites, both indoors and outdoors. The employee is exposed to all weather conditions and to work site hazards including noise, odor, dust, dirt, dampness, and to noxious chemicals, fumes, and materials.

Considerable travel by automobile may be required.

Some jobs require an employee to work on high structures.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office.

Some jobs require an employee to work where there is a significant chance of injury.

Some jobs require an employee to work in tunnels and crawl spaces.

### **Physical Requirements**

The job duties require an employee to bend and reach for extended periods.

The job duties require an employee to bend or stoop in confined spaces.

The job duties require an employee to climb ladders.

The job duties require an employee to walk or stand for extended periods.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

#### **Construction Safety Inspector E11**

Six years of experience in continuous heavy commercial or industrial construction, two years of which shall have been as a journey skilled trades worker.

#### **Construction Safety Inspector 12**

One year of experience as a Construction Safety Inspector E11.

#### **Construction Safety Inspector 13**

Two years of experience as a Construction Safety Inspector E11.

OR

## **CONSTRUCTION SAFETY INSPECTOR**

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One year of experience as a Construction Safety Inspector 12.

#### **Alternate Education and Experience**

A bachelor's degree in occupational safety and health, construction engineering, construction safety, or a related field can be substituted for four of the six years of experience.

Completion of a construction skilled trades apprenticeship program can be substituted for the two years of experience as a journey skilled trades worker.

#### **Special Requirements, Licenses, and Certifications**

Candidates for Construction Safety Inspector positions must pass a hyperbaric tunnel physical as a portion of the interview process in order to ensure the ability to perform construction safety inspections in a pressurized tunnel.

Possession of a valid Michigan driver's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

#### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
CONSAFISP	Construction Safety Inspector

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Construction Safety Inspector-E	COSFISPE	A02-022
Construction Safety Inspector-A	COSFISPA	A02-024
Construction Safety Inspector-SS	COSISPSS	A02-026